

## NEW SOFTWARE RELEASE

Please call Helpdesk Bobbi at 800-433-4298, Option 6 to schedule the installation of the new software release.

This release is necessary because the SIS password and the “Participant Lookup” (Item L on the WIC Main Menu) password are no longer the same. You must now change the “Participant Lookup” password explicitly. This software release provides a way to change the “Participant Lookup” password. More detail appears below.

### The Way It Used To Be

It used to be that the SIS Password and the Participant Lookup password were the same. There was a user interface for changing the SIS Password (see the “Change Password” Button on the SIS screen below):



The screenshot shows a web interface for the Search and Inquiry System (SIS). At the top, it says "Search and Inquiry System" in blue, followed by "Welcome to SIS" in a larger blue font. Below that is a "Login" link. There are two input fields: "Username" and "Password". At the bottom, there are three buttons: "Login", "Change Password", and "Clear".

When you changed your SIS password, this automatically changed your Participant Lookup password. *THIS IS NO LONGER THE CASE. YOU MUST NOW CHANGE THE PARTICIPANT LOOKUP PASSWORD EXPLICITLY.*

### The Way It Is Now

There is no change to SIS. You change that password as you always have and as shown above.

1. To change the Participant Lookup password, from the WIC Main Menu click on Item “L. LOOKUP PARTICIPANT IDs” shown below.

1. UPDATE PARTICIPANT INFORMATION

2. INQUIRE ON PARTICIPANT INFORMATION

3. PROCESS FOOD INSTRUMENTS

4. PREPARE MANAGEMENT REPORTS

5. PERFORM SYSTEM ADMINISTRATION

6. PERFORM SCHEDULING FUNCTIONS

7. IMMUNIZATION SYSTEM

8. USER SIGNOFF

9. STATE SUPPORT ACCESS

A. SEE CHECKS TO BE PRINTED

B. TURN AUTOMATIC PRINTING OF CHECKS ON OR OFF

C. CHANGE PASSWORD

D. SIS

L. LOOKUP PARTICIPANT IDs

F. CHECK UPLOAD DOWNLOAD FILES

Q. QUIT

2. Selecting “L” will bring up the following display. Enter your User ID and password as shown below, and then click on the “Change Password” button. Note that this is a new button.



WIC  
Montana State WIC  
Program

Login To Access State Office

User Id

Password

3. That will bring up the following display. Enter your new password twice and click on the OK Button. This will change your Participant Lookup Password.



Change Password

User Id:

Old Password:

New Password:

Confirm:

4. The following display will appear and you will need to then log in with your new password.



Login To Access State Office

User Id

Password